



Science CRT and CRT-Alternate Special Edition January 2014



Welcome to *JUMP*, the OPI online assessment newsletter. *JUMP* is published several times during the year to announce important assessment and data events. It provides up-to-date information necessary for the administration of statewide assessments and the accompanying data collections.

The purpose of this special issue is to provide test administration and data information directly related to the Science CRT in grades 4, 8, and 10, the Science CRT-Alt in grades 4, 8, and 10, and the Reading and Math CRT-Alt in grades 3-8 and 10.

In this issue:

- Science CRT and CRT-Alternate List of Dates
- Using the "Sort By" Field in AIM
- Youth ChallenGe, Digital Academy, and JobCorps
- CRT-Alternate Registration
- Science CRT and CRT-Alternate Contractor Information

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| Updated: 2013-2014 Statewide Assessment Schedule | |
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| December 4, 2013 – January 29, 2014 | English Language Proficiency Assessment Window: ACCESS for ELLs |
| January 15-17, 2014 | State Assessment/Data Conference, Red Lion, Helena |
| February 17 – March 25, 2014 | CRT-Alternate, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science The first week of this window is intended for training and the preparation of materials. |
| March 3 -25, 2014 | Science CRT Grades 4, 8, and 10, |
| April 23-May 7, 2014 | ACT Plus Writing for Public School Students in Grade 11 Wednesday, April 23, 2014: Initial test day (NOTE: It moves from a Tuesday to a Wednesday in 2014) May 7, 2014: Makeup test day April 23-May 7, 2014: Accommodated testing window |
| March 18, 2014-May 14, 2014 | Smarter Balanced Assessment Consortium Summative Assessment Field Test English Language Arts and Math, Grades 3-8 and 11- All Schools |



Work together Please work with your AIM staff to ensure that data is updated and verified in plenty of time. **The deadlines in the following tables are crucial** to accurate data for test results and AYP determinations.

 Indicates AIM Collections

| Checklist | |
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| December 20, 2014 | Online program to request **standard accommodations for general education students opens. Deadline for requests is February 3, 2014. For students who enroll after February 1, please contact Ashley Makowski, amakowski@mt.gov or 406-444-3511. |
| January 7, 2014 | <p>The following materials are posted online at http://opi.mt.gov/curriculum/MontCAS/#gpm1_5</p> <ul style="list-style-type: none"> • On the Administration Tab: <ul style="list-style-type: none"> ○ CRT Test Coordinators Manual ○ Science CRT Test Administration Manual ○ CRT-Alt Test Administration Manual • On the Accommodations Tab: <ul style="list-style-type: none"> ○ OPI Accommodations Manual ○ OPI Accommodations Guidance Memo • On the Security Tab <ul style="list-style-type: none"> ○ Guidelines and Procedures for Spring CRT Testing ○ Confidential Test Irregularity Form ○ Checklist for Quality Assurance Observations ○ Information memos for test security and test administration for: <ul style="list-style-type: none"> ▪ teachers, ▪ principals/authorized representatives, ▪ system test coordinators ○ System CRT Training Log • On the Enroll Tab: <ul style="list-style-type: none"> ○ Registering Students for the CRT-Alternate Assessment ○ How to Include Students with Disabilities |
| January 2, 2014-January 14, 2014 | <ul style="list-style-type: none"> • CRT-Alt Online Registration is open only for students who enroll in the system/school after December 2, 2013 • Please use the same instructions and passwords as for the October/December window. • All students who are eligible for the CRT-Alternate must be registered for the 2014 administration, including students who have been registered for and have taken the CRT-Alternate in previous years. • Guidelines for eligibility for the CRT-Alternate are online at http://opi.mt.gov/curriculum/MontCAS/#gpm1_5, click on enroll. • For students enrolled after January 14, 2014 please contact Ashley Makowski, amakowski@mt.gov or 406-444-3511 |

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| January 14, 2014 | CRT Training Power Points will be posted online http://opi.mt.gov/curriculum/MontCAS/#gpm1_5 ,click on training. |
| January 6-24, 2014 | AIM Assessment Registration Collection-Science CRT Update enrollment records for all students as of the 1 st day of second semester. Barcode labels are generated for students in grades 3-8 and 10. Any students that enroll after January 24, 2014 will not have a barcode label. |
| January 23, 2014 | System Test Coordinators receive the following by mail from Measured Progress: <ul style="list-style-type: none"> • 2014 System Test Coordinators' Manual • Memo with instructions and the password for access to download the CRT Alternate Test Booklets |
| January 15-17, 2014 | Statewide Assessment and Data Conference(Helena) |
| January 29, 2014 | Science CRT barcode label data extracted from AIM and sent to Measured Progress <ul style="list-style-type: none"> • Extract of all students enrolled in grades 4, 8,&10 sent to test contractor for printing barcode labels for Science CRT Assessment. • Students not entered in AIM prior to 1/29/14 won't receive a label; testing requirements still apply |
| February 3, 2014 | Online program to request **standard accommodations for general education students closes. For students who enroll after February 3, please contact Ashley Makowski, amakowski@mt.gov or 406-444-3511. |
| February 3, 2014 | CRT Alternate Test Booklets available online NOTE: System Test Coordinators need the instructions and password in the memo mailed by Measured Progress to System Test Coordinators dated January 16 and planned for receipt in the system on January 23. |
| February 3, 2014-February 10, 2014 | Spring attendance collection: <ul style="list-style-type: none"> • Enter/modify enrollment records for all students that have entered or exited • Verify AYP student group statuses – LEP, Meal status, Spec Ed, Race • Verify other program statuses – Homeless, G/T, Title I, 21st Century • Student data should be accurate as of test window count date – 3/11/14 |
| February 10, 2014 | System Test Coordinators download, print, and distribute the following to teachers administering the CRT-Alt. <ul style="list-style-type: none"> • CRT-Alternate Test Administration Manual • http://opi.mt.gov/curriculum/MontCAS/#gpm1_5 , click on administration. • CRT-Alternate Test Booklets for teachers administering the alternate assessment. NOTE: System Test Coordinators need the instructions and password in the memo from Measured Progress dated January 16 and planned for receipt in the system on January 23. |
| February 17–March 25, 2014 | CRT-Alternate Assessment Test Window The first week is intended for preparation and training; all materials, including the CRT-Alternate Test Administration Manual and the Test Booklets should be in the hands of the teachers who will administer the assessment. |

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| February 19, 2014 | <ul style="list-style-type: none"> • Online program for reporting testing irregularities opens. Testing irregularities must be reported by phone to OPI within three days of the incident and online within five days of the incident. The deadline for online reporting is April 15, 2013. If concerned about ramifications from local reporting of an irregularity or breach, submit a paper form directly to the State Assessment Director. The form is online on the test security site: http://opi.mt.gov/curriculum/MontCAS/#gpm1_5 , click on security. • Online program for reporting reasons for non-participation of enrolled students opens. Deadline for reporting is April 15, 2014. |
| February 14-17, 2014 | <p>Science CRT and CRT-Alt test materials shipment from Measured Progress System Test Coordinators receive testing materials</p> <ol style="list-style-type: none"> 1. Memo 2. Materials Summary 3. Barcode labels—sorted by grade, teacher, student 4. Form for unused barcode labels 5. CRT Test Coordinators Manual (TCM) – One manual for each school packed with the lowest grade’s materials 6. Test Administrators Manuals (TAM) – One per grade for each school plus one for every twenty students enrolled 7. Special Handling Envelope 8. UPS ground label for returning test booklets and CRT Alternate materials 9. “For Return of Used Answer Documents” Envelope(s) 10. Flat box with pre-affixed UPS 2Day RS label for returning used Answer Booklets 11. Test booklets including large print and Braille 12. Answer booklets 13. CRT-Alternate Return Materials 14. CRT-Alternate Test Materials Kits |
| March 3 – March 25, 2014 | Science CRT Test Window |
| March 3, 2014 –March 21, 2014 | <p>AIM Spring Program Participation Collection.</p> <ul style="list-style-type: none"> • Enter/modify enrollment records for all students that have entered or exited • Verify AYP student group statuses – LEP, Meal status, Spec Ed, Race • Verify other program statuses – Homeless, G/T, Title I, 21st Century • Student data should be accurate as of test window count date- March 11, 2014 |
| March 10, 2014- April 3, 2014 | <p>The online test security agreement authorization for system test coordinators and school principals/authorized representatives is activate: http://iServices.MeasuredProgress.org</p> |
| March 11, 2014 | <p>Test Window Count Date. Students enrolled in the school on this date make up the set of students to participate in the CRT assessment. Data should be reported in the Program Participation and Test Window Attendance Collections for these students.</p> |
| March 11, 2014-March 21, 2014 | <p>AIM Test Window Attendance Collection. March 21 is the deadline. Data should reflect counts taken for March 11, 2014.</p> |
| March 25 to April 26, 2014 | OPI staff works with District AIM specialists to cleanup and verify AIM data. |

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| March 27, 2014 | March 27 is the deadline for System Test Coordinators to ship via UPS all used CRT Answer Booklets, CRT used and unused materials and CRT Alternate materials (each student's CRT Alternate materials should be packed in an individual Tyvek enveloped and retuned with the CRT Test Booklets. <i>(See pages 16-17 of the Test Coordinator's Manual for packing and shipping instructions.)</i> |
| April 15, 2014 | <ul style="list-style-type: none"> • Online program for reporting testing irregularities closes. Testing irregularities must be reported by phone to OPI within three days of the incident and online within five days of the incident. For reporting regularities that are determined after April 15, 2014 please contact Judy Snow, 406-444-3656, jsnow@mt.gov • Online program for reporting reasons for non-participation of enrolled students closes. |
| May 1, 2014 | Testing Snapshot of data taken from AIM. Snapshot of all students enrolled on March 11, 2014 used for determining student groups for AYP calculation and state and federal reporting. Snapshot data are used to populate MARS. Any changes made in AIM after April 26, 2014 will NOT be reflected in MARS. |
| June 6, 2014 | Science CRT and CRT-Alt results posted on <i>MARS</i> |

"Sort By" Field in AIM



AIM Collections include a "Sort By" field. Schools have the option of entering additional sort criteria (i.e. teacher name or classroom number) if they want to receive student barcode labels and test scores organized by teacher name or classroom.

If you enter data in the "Sort By" field on the student's enrollment record in AIM:

- **During the January collection (deadline January 24,2014)**
 - Barcode labels will be sent to schools sorted by school, grade level, "Sort By", then alphabetical by name.
 - **And** 2014 roster and other classroom reports posted on *MARS* will be sorted by the criteria in the "Sort By" field.
 - If this optional field is not completed during the January collection, the barcode labels will continue to be organized by school and grade, and in alphabetical order.
- **During the March program participation collection (Deadline March 21, 2014)**
 - 2014 roster and other classroom reports posted on *MARS* will be sorted by teacher/classroom.

NOTE: Teacher information is NOT collected at the time of testing, and class header sheets are NOT included with testing materials. For 2014 roster and other classroom reports to be sorted by teacher/classroom, the "sort by" field needs to be completed in either the January Assessment Registration Collection or the March Program Participation Collection.

"Sort By" Field Details

- "Sort By" is an optional field.
- Schools can enter whatever specific criteria they choose in this field. This may include the specific homeroom or classroom number (i.e., "2A"), a specific teacher name (i.e., "Mrs. Smith" or "Julie Smith"), or other identification characteristics such as an instructional team name that designates how the test booklets should be grouped.
 - Criteria entered for a specific class or group must match.

- "Mrs. Smith" and "Mrs Smith" will sort differently (Please note in the example the first Mrs. Smith contains punctuation and will sort differently than the second Mrs Smith which does not contain punctuation.)
 - Do not enter the grade level in the "Sort By" field. The booklets are already sorted by grade level.
 - Please do not use commas in this field.
- The "Sort By" field is a part of the enrollment file upload (field 16). AIM Specialists may also enter data in the "Sort By" field through Direct Entry. The field is located in each student's enrollment record under the state reporting field window.
- System Test Coordinators should work with the AIM specialists to determine what type of criteria will be used and how to enter it in the "Sort By" field.
- Below is a snapshot of the student's enrollment record in AIM, with the "Sort By" field circled in red.

The screenshot displays the AIM system interface with the following sections:

- Summary** | **Enrollments** | **Flags** | **Assessment** | **Graduation** | **Accountability**
- Attendance and Enrollment Information**
 - Fall Attendance Count: Fall Aggregate Hours of Inst. (0.000), Fall Absent (0.000), Exclude Fall ANB - 10 Day Rule (checkbox)
 - Winter Attendance Count: Winter Aggregate Hours of Inst. (0.000), Exclude Winter ANB - 10 Day Rule (checkbox)
 - Spring Attendance Count: Spring Aggregate Hours of Inst. (0.000), Exclude Spring ANB - 10 Day Rule (checkbox)
 - Test Window Attendance Count: Testing Aggregate Hours of Inst. (0.000), Testing Absent (0.000), ADA - #Days Present (0), ADA - #Days Enrolled (0), 10+ days unexcused absences 1st sem (checkbox), 10+ days unexcused absences 2nd sem (checkbox)
- Title I Targeted Assistance Program**
 - Title I Instructional Services: Reading Lang Arts, Math, Science, Social Sciences, Vocational/Career, Other
 - Title I Support Services: Health, Dental and Eye Care, Guidance/Advocacy, Other
 - Title I - Other: Title I Part A Neglected (checkbox), Title I Part D Delinquent and served by: (dropdown)
- Other Program Participation**
 - Receives Supplemental Educ Svcs (SES) (checkbox)
 - Migrant (checkbox), Immigrant (checkbox), Date Immigrant Entered US School (dropdown)
 - 21st Century Participant (checkbox), Foreign Exchange (checkbox), Gifted/Talented (checkbox)
 - Homeless (checkbox), Homeless Night Time Residence (dropdown), McKinney-Vento (checkbox), Unaccompanied Youth (checkbox)
- Optional**
 - Sort By (text field, circled in red)

Youth ChalleNGe

Grade 10 students who enter the Montana Youth ChalleNGe Academy in January 2014 must participate in the Science CRT.

- The Science CRT will be administered to them by a trained test administrator for the Academy.
- Testing materials, including barcode labels, will be sent to the test administrator for the Academy.
- Those materials will be returned to Measured Progress after testing.
- The students' participation and results will be reported with their schools not the Academy. OPI will send the AIM file to Measured Progress to generate SCIENCE CRT barcode labels. The deadline to enter information for barcodes is **January 24, 2014**.
- By January 24, 2014, please work with your AIM staff to complete the AIM enrollment information for all students including the identification of grade 10 students attending the Montana Youth ChalleNGe Academy.

- This screen shot from AIM shows a record identifying that the student is participating in the MT Youth Challenge Academy.

- Following this process will ensure that the Montana Youth Challenge Academy will receive the materials to test your students. Thank you.

Montana Digital Academy

All Grade 10 students enrolled in a public high school for 180 hours or more, including those students taking classes through the Montana Digital Academy, are required to participate in the Science CRT assessment in the school in which they are enrolled. Each student should have a state student ID and be entered in AIM.

Montana Job Corps

Grade 10 Montana students enrolled in the Job Corps are required to participate in the Science CRT. AIM enrollment data will be used to identify those students, and OPI will make arrangements for their participation.

CRT-ALT Registration

Thank you for meeting the December 16, 2013 Alternate Registration Deadline!

Windows and instructions for students who enroll after regular registration:

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|----------------------------------|---|
| January 2, 2014-January 14, 2014 | Only for students who enroll in your school after December 2, 2013 |
| After January 14, 2014 | Only for students who enroll after January, 14, 2014, please contact Ashley Makowski, 406-444-3511, amakowski@mt.gov |

Detailed registration instructions can be found in the document Registering Students for the CRT-Alternate: http://opi.mt.gov/curriculum/MontCAS/#p7GPc1_5, click on Enroll

Registration Link:

<http://iServices.MeasuredProgress.org>

Testing Contractor Information

The Science CRT and the CRT-Alternate—Measured Progress, Inc.

- Dan Verdick, Montana CRT Program Manager
 - dverdick@measuredprogress.org or 800-431-8901x2220
- Tim Greenlaw, Montana CRT-Alternate Program Manager
 - greenlaw.timothy@measuredprogress.org or 800-431-8901x2309
- Brendan McCaughey, Montana CRT Program Assistant
 - mccaughey.brendan@measuredprogress.org or 800-431.8901 ext. 2311